



Duty Statement

Classification: **Career Executive Assignment**

Position Number: **275-105-7500-001**

HCM#: **2195**

Branch/Section: **Pension Contracts and Prefunding Programs Division**

Location: **Sacramento, CA**

Effective Date: **October 27, 2021**

Working Title: **Pension Contracts and Prefunding Programs Chief**

Collective Bargaining Identifier (CBID): **M01**

Supervision Exercised: ☒ **Yes** ☐ **No**

Under the general direction of the Chief Financial Officer (CFO), the Chief of Pension Contracts and Prefunding Programs (PCPP) Division has responsibility for the administration of PCPP serving the 2 million members and nearly 3,000 public agencies and school districts that comprise the California Public Employees Retirement System (CalPERS).

The Chief of PCPP provides high level day-to-day executive direction and leadership over contracts between CalPERS and participating local agencies and over CalPERS-administered supplemental retirement and prefunding programs. The Chief leads a team of roughly three dozen CalPERS team members to accomplish the division's goals and meet its responsibilities.

Essential Functions

- 40% Serves as CalPERS' primary policy expert and manager on contracting with local agencies for pension benefits and special prefunding programs including the California Retiree Benefit Trust (CERBT), the California Employers' Pension Prefunding Trust (CEPPT), and Supplemental Income Plan (SIP). Provides policy direction and facilitates all contract management policies, including the Terminated Agency Pool (TAP). Oversees cross-divisional review of sensitive retirement contracting issues. Performs complex financial assessments and provides recommendations to the CFO to minimize financial risk to the organization.
- 20% Makes presentations to local agencies and the Board regarding PCPP activities. Provides regular updates and make policy recommendations to the Board on critical issues. Works with employers to expand participation in prefunding and supplemental income programs. Explains policies related to contract management to employer agencies to assist in their understanding and decision making related to CalPERS contracts. Negotiates payment plans and resolves collection issues with contracting agencies as appropriate.
- 20% Provides leadership and direction for PCPP with clearly defined roles, responsibilities, protocols, and frameworks for PCPP pension and prefunding programs. Ensures programs and projects operate in a cost-effective manner and within budget resources. Adheres to internal control standards and in compliance with applicable laws, rules, and regulations. Reviews existing policies, laws, rules, and regulations and recommends changes as appropriate. Identifies risks and ensures policies and activities effectively address risks through risk mitigation efforts. Promotes an environment that maximizes financial oversight and control effectiveness.
- 10% Establishes strong working relationships with senior CalPERS leaders, including coordinating regularly with Actuarial Office, Employer Account Management, Investment Office, Legal Office, Public Affairs, and Stakeholder Relations to ensure alignment of priorities related to contract issues.

- 10% Manage and monitor the day-to-day activities of the PCPP programs and related activities on a continuing basis, taking appropriate steps to improve its effectiveness. Support development of a professional staffing structure and workforce. Provide ongoing training, mentoring, and development of staff. Effectively manages and oversees the priority workload through delegation and oversight of assignments.

Desirable Qualifications

- Understanding of and experience with California local government public policy, governance, and/or finance issues
- Excellent analytical and writing skills

Ability to:

- Work collegially and collaboratively with peers and external stakeholders
- Communicate effectively through both written materials and verbal presentations
- Exercise good judgment
- Perform under pressure and meet deadlines, while maintaining humility and a sense of humor
- Organize and establish workload priorities
- Learn complex matters quickly
- Demonstrate a high degree of initiative and responsibility
- Ask good questions

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in: Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name: _____

Employee Signature: _____ **Date:** _____

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____ **Date:** _____